

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title: Ndbaajmowinaanin Project Assistant
Department: Education
Reports To: Director
Status: Non-Exempt
Salary Range: \$13.54 to \$18.32 an hour / (\$28, 163 - \$38,106) Annually
Level: 3
Term of Position: Grant funded position: Ends September 30, 2020
Opens: September 24, 2018
Closes: October 15, 2018

SUMMARY

This grant funded position will perform varied secretarial, administrative work, and provide assistance to Cultural Library staff with an Institute of Museum and Library Services (IMLS) funded project that will increase accessibility of traditional stories, oral histories, and culturally-relevant children's books by providing them in multiple digital formats. This project provides a platform for traditional stories and teachings to be appropriately modernized to the digital world for the current and future generations to access. The grant activities this position will support include digitization of traditional stories, community-focused preservation and digitization of oral histories, and increased awareness and online accessibility of culturally-themed children's books.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned.

- Assist with implementation of all aspects of the Ndbaajmowinaanin project activities including: digitization of traditional stories, collection of oral histories, dramatic readings of children's books using puppets, oral history and personal narrative interview facilitation training, audio and video production training, and editing, uploading and posting digital content online.
- Conduct interviews with tribal elders to collect 20 oral histories.
- Edit, upload, and post digital content online and distribute digital content internally.
- Coordinate and attend two trainings for Education Department staff and tribal community members including one oral history training and one audio and video production training.
- Perform 10 dramatic readings of culturally-themed children's books using puppets.
- Create outreach materials, type letters and memos, process purchase orders, etc.
- Conduct participant outreach and recruitment.
- Perform data collection for reporting.
- Write periodic reports for funders, Tribal Council, and Executive.
- Order and maintain supply inventory of all audio and video equipment.
- Attend necessary meetings and trainings.

EDUCATION AND EXPERIENCE

High school diploma/GED required. A two or four-year degree in Video Production, Audio Production, Film/Cinema Studies, New Media, Communications, Broadcasting, Journalism, or related field preferred. Three years of clerical experience, experience facilitating oral history interviews, and experience in creation of digital multi-media preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills required.
- Must have above average digital literacy/computer knowledge, including audio and video editing programs.
- Must be willing to be trained in oral history interview facilitation and audio and video production.
- Must be able to respectfully work with tribal elders, adults, and youth.
- Must be accurate and thorough.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation, and have an insurable driving record.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.

